



## NORTH CAROLINA EDUCATION LOTTERY

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at [www.osp.state.nc.us/jobs/gnrlinfo.htm#app](http://www.osp.state.nc.us/jobs/gnrlinfo.htm#app). Completed applications may be mailed to:

Employment Opportunities  
North Carolina Education Lottery  
56886 Mail Service Center  
Raleigh, NC 27699-6886

Or, e-mailed to: [NCELEmployment@lotterync.net](mailto:NCELEmployment@lotterync.net)

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

**Regional Manager (1 in the Greenville Regional Office): Position #60088388** The purpose of this job is to direct and manage the day-to-day operations of the Greenville Regional Office for all of the North Carolina Education Lottery products, supervise sales representatives and office staff, and travel to the corporate office to attend meetings and field travel with the sales representatives. Incumbent will interact with various departments at the corporate office and with the retailers in his/her territory. A Bachelor's degree in Business Administration, Marketing or related field is preferred, with three to five or more years of sales and sales management experience as well as a minimum of three years of supervisory experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have and maintain a valid North Carolina Driver's License at all times as well as a satisfactory motor vehicle record, must have excellent communication skills (verbal and written), demonstrable leadership skills, team player, pc literate (Microsoft Office Suite); and, must be able to work evenings and weekends as requested by management. Job Band 3 (\$50,000 - \$90,000), depending on knowledge, work experience, skills and, salary history. **Hiring Range: (\$50,000 - 60,000). Closing Date: December 29, 2008**

**Claims Representative (1 Position- Charlotte): Position #60088439** The purpose of this position is to provide support in the area of prize payment to players and administrative support to the Claim Center Manager. Duties include, but are not limited to: typing and composing correspondence, compiling information, formulating spreadsheets, maintaining records and performing other tasks as assigned by the supervisor. High School Diploma (or GED) required, (Associate's Degree in Secretarial Science preferred) with three to five years of clerical or administrative experience, as well as cash handling experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and salary history. **Hiring Range (\$22,000- \$32,000) Closing Date: December 31, 2008**

**Sales Representative (2 position- Greenville Region, Craven County & Elizabeth City Outer Banks) Position #60088476 & 60088423)** The purpose of this position is to maximize the sale of lottery tickets by established and prospective retailers. Responsibilities include recruiting retailers and follow-up; promoting and merchandising lottery products at retailer locations within a geographic area; ensuring all NCEL sales standards and requirements are consistently met at the retail level; establishing and maintaining excellent rapport with retailers, motivating and educating retailers and players, assisting in the implementation of promotional activities, delivering and picking up instant tickets as directed by management. Requirements include maintaining a valid North Carolina Driver's License at all times and a satisfactory motor vehicle record; ability to work evenings and weekends. Bachelor's Degree in Business Administration, Marketing or

related field preferred along with two plus years sales promotion and merchandising experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Job Band 5 (\$32,000 - \$52,000), depending on knowledge, experience, skills and salary history. **Hiring Range: (\$32,000-\$42,000) Closing Date: December 31, 2008.**

**Promotions Specialist (1 position – Corporate Office): - Position #60088492** The purpose of this job is to promote the North Carolina Education Lottery to retailers and the general public. Duties include, but are not limited to, planning and implementing game launches, special events, retailer rallies, local and statewide promotions and performing additional tasks as assigned by the Marketing Manager or Marketing Coordinator. Bachelor's degree in Public Relations, Advertising, Marketing or Business preferred, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. A minimum of one to three years promotions, special events planning or public relations strongly preferred. Valid N.C. driver's license and satisfactory motor vehicle record is required. Solid working knowledge of Microsoft Office and experience with Excel and Publisher preferred; statewide travel is required, some may be overnight. Job Band 6 (\$22,000 - \$42,000), **Hiring Range: (\$28,000 - \$35,000)** depending on work experience, skills and salary history. **Closing Date: December 31, 2008.**

**Jr. Database Administrator (1 position-Corporate): Position # 65003576:** The purpose of this job is to create, analyze, enhance, and/or maintain NCEL's databases, data models, end user screens and work flow; develop ad-hoc queries, reports and analysis using development and query tools such as MS Access; analyze, test and implement physical database design to support business applications; analyze data recovery, maintenance, data integrity, and space requirements for physical databases; identify, analyze, and recommend database solutions that meet business needs; monitor data architecture standards and conventions. The following duties are normal for this job and are not to be construed as exclusive or all-inclusive (other duties may be required and assigned): Data management skills including logical database design. Ability to translate logical models to physical models with implementation on a SQL Server, and possibly other environments. SQL coding skills, ability to work with other DBA's and developers in designing database and experience facilitating meetings with business clients to discover and document business requirements. Development and maintenance of data management and data naming standards, policies and procedures. Understanding of and the ability to implement data modeling and data administration industry best practices. Creation of SFTP and FTP scripts. Knowledge of CRM concepts. Create and deliver data driven applications and user solutions with BIDS projects. T-SQL scripting and Visual Basic programming skills. Assist the Systems Developer in writing SQL queries, Stored Procedures and DTS Packages. Familiarity with SQL Reporting services. Perform other duties as required. Requirements: College degree preferred and a minimum of 1 year DB-Admin experience or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Must possess excellent communication skills (phone, verbal and written); able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; able to work extended hours as required by project deadlines including weekends and holidays; able to travel overnight as may be required by job responsibilities; must possess and maintain a valid NC driver's license and satisfactory driving record. Job Band 4 (\$39,000-\$59,000) depending on work experience, skills and salary history. **Closing Date December 31, 2008.**

**Applications Developer (1 position-Corporate): Position # 65002601:** The purpose of this job is to work with the MIS Applications Development team on development and support of business systems. This position will provide .NET application leadership in analysis, design, development, deployment and technical support for in-house developed applications. The following duties are normal for this job and are not to be construed as exclusive or all-inclusive (other duties may be required and assigned): System Documentation: Responsible for organizing and maintaining documentation of various systems including requirements, process information, etc.; Quality Assurance: Work with the Business Analyst to ensure that products created match required specifications; Project Planning: Assist in the creation and management of project plans and procedures. Requirements: Bachelor's degree preferred in Computer Science or related field and 2-3 years of relevant professional experience or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. In addition, experience with object oriented design and development; working knowledge of Project Life Cycle and Systems Development Life Cycle; Visual Studio .NET experience and knowledge of Transact-SQL and

SQL Server stored procedure programming; Web application skills in ASP, HTML, XML and other web services; Microsoft Windows Server platform (Windows 2003 Server, IIS, etc). Must possess excellent communication skills (phone, verbal and written); able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; able to work extended hours as required by project deadlines including weekends and holidays; able to travel overnight as may be required by job responsibilities; must possess and maintain a valid NC driver's license and satisfactory driving record. Job Band 4 (\$39,000-\$59,000) depending on work experience, skills and, salary history. **Closing Date December 31, 2008.**

**The NCEL is a drug-free workplace. Our pre-employment process includes: drug screening, financial and criminal background check and fingerprint processing (depending on position). Some positions require a valid NC drivers license & satisfactory driving record.**

**The North Carolina Education Lottery (NCEL) and its authorized vendors will obtain a consumer report and/or an investigative consumer reports which may include the following:**

- **Applicant's employment records.**
- **Records concerning any driving, criminal history, credit history, civil record and drug testing; and/or**
- **Verification of the applicant's academic and/or professional credentials; and information and/or copies of documents from any military services records.**
- **The NCEL may utilize the results from such reports to determine a candidate's eligibility for hire.**